



April 8, 2013

IOWA BULLETIN NO. IA360-13-13

SUBJECT: PER – MID-YEAR 2013 PROGRESS REVIEWS

**ACTION REQUIRED BY: APRIL 29, 2013**

**PURPOSE:** To provide guidance for completion of fiscal year 2013 mid-year performance progress reviews.

**EXPIRATION DATE.** September 30, 2014

This is a reminder that supervisors are required to meet with their employees to conduct periodic progress reviews throughout the year. National Bulletin 360-13-9, PER- Conducting Progress Reviews for Fiscal Year 2013, dated February 22, 2013, has been issued and will require me to report that all employees have completed one formal progress review by April 30, 2013. In order to ensure compliance with this deadline I am requiring all NRCS employees in Iowa to have this progress review completed and documented in EmpowHR by close of business on Monday, April 29, 2013.

The supervisor and employee must complete the following steps:

- Review the employee's performance plan.
- Conduct the midyear progress review with the employee, discussing their performance against the objectives and standards documented in his or her performance plan.
- Prepare a written narrative outlining the employee's accomplishments against the standards.
- The narrative should be brief and specific, including examples of performance where appropriate.
- Document comments in EmpowHR.
- Supervisor and employee confirm in EmpowHR that progress review was conducted.

To ensure that employees understand the comments supervisors provided in EmpowHR/ICAMS, it is important that the supervisor also communicate with employees verbally. This mid-year progress review is the minimum required. You may provide periodic reviews throughout the year as needed to verify progress toward meeting employee performance standards.

This is also an excellent time to review all employees' individual development plans and discuss their progress toward achieving their long term and short term career goals.

**Note that verifying all of your mid-year progress reviews are complete means that comments and signatures from both the supervisor and employee have been entered electronically into EmpowHR/ICAMS prior to the April 29, 2013 deadline.**

If you have any questions, contact either your supervisor or the Human Resources staff at 515-284-4587. If your EmpowHR/ICAMS password has expired, contact your servicing Human Resource Assistant, Jill A. Clothier at [jill.clothier@ia.usda.gov](mailto:jill.clothier@ia.usda.gov) or Linda M. Wells at [linda.wells@ia.usda.gov](mailto:linda.wells@ia.usda.gov).

A handwritten signature in black ink that reads "Jay T. Mar, acting". The signature is written in a cursive, flowing style.

Jay T. Mar  
State Conservationist